

STATE PROCUREMENT OFFICE

**PROCUREMENT VIOLATION**

REPORT OF FINDINGS AND CORRECTIVE ACTION AND/OR  
REQUEST FOR AFTER-THE-FACT PAYMENT APPROVAL

FORM SPO-16  
INSTRUCTIONS

- In “From” enter the department, division, branch and program or office as applicable.
  - Check the box indicating whether this procurement violation report and/or request for after-the-fact payment is for Chapter 103D or Chapter 103F, HRS.
1. Enter the circumstances and facts leading up to the violation. Include a description of the item(s)/service(s), for which procurement procedures were not followed and why.
  2. Describe any appearance or intent to deliberately evade established purchasing procedures.
  3. Did this violation occur due to a lack of training? If so explain. Indicate the area(s) in which training is needed, and what has been/will be done to ensure the training is provided.
  4. Is this a first occurrence of not following established proper procurement procedures to procure this and/or similar goods, services, or construction? If not, provide an explanation of each prior occurrence(s) and corrective action taken in response to the violation.
  5. Describe in detail the measures taken to prevent this violation from occurring again. Indicate dates implemented or timelines for procedures that will be implemented. Attach written procedures and policies.
  6. Indicate the name, phone number and e-mail address of a contact person in the purchasing agency who is knowledgeable of this violation and can address any questions. Ensure the person knows they are listed as the point of contact.
  7. Check the box and complete this section if after-the-fact payment is being requested. Include the legal name of the vendor/provider and the amount to be paid. Explain in detail the justification for requesting payment.
- The chief procurement officer will forward the report to the chief financial officer only if the procurement violation report is approved.